

A regular meeting of the Elma Town Board was held on Wednesday, January 3, 2024, at 7:00PM, Elma Town Hall, 1600 Bowen Road, Elma, New York, with the following members present:

	Supervisor	Wayne Clark
	Councilman	Leroy Kupczyk
	Councilman	Joseph Macaluso
	Councilman	James Malczewski
	Councilman	Tracy Petrocy
Also:	Building Inspector	Joseph Colern
	Highway Superintendent	Howard Diehl
	Plant Manager	Brian Fiden-Absent
	Town Attorney	Phyllis Todoro
	Town Engineer	James Wyzykiewicz

Approximately 2 people attended the meeting.

The meeting was opened with the reciting of the Pledge of Allegiance.

The Town Clerk read the 202 Organizational Agenda into the minutes.

The following rules of procedure for the year 2024 shall be adopted:

1. Call to order by the Supervisor. Proceed under “Robert’s Rules of Order.”
2. Pledge of Allegiance.
3. Minutes of the last meeting approved.
4. Public Hearings.
5. Reports from Department Heads.
6. All persons wishing to be heard in favor or against any item or items on the Agenda shall be heard as they appear on the Agenda.
7. Recess. This is to give the Committee a chance to meet and formulate reports.
8. Reports from Committees.
9. Action on Committee reports.
10. Appointment of new committees to fill vacancies.
11. Reading of Communications. Only communications filed with the Clerk prior to 12:00 p.m. (noon) of the day prior to a meeting shall receive consideration at the meeting and any filed later than that may be considered only upon the unanimous consent of the Board members present.
12. Actions shall be taken on Communications.
13. Approval of Warrant.
14. Privilege of the floor.
15. Adjournment.

Any elected official who attends the sessions at the Association of Towns meeting in New York City in February 2024 will be allowed the necessary expenses incurred in attending this meeting. Bank Depositories: J.P. Morgan Chase for the Town Clerk, General Fund, Highway Fund, Special District Fund, Water District Fund, Trust and Agency Fund & Capital Reserve Fund and Bank of Holland for the Justices. In addition, funds may also be deposited in First Niagara, M&T Trust, Bank of Alden, Five Star Bank and NY Class.

The Investment Policy adopted February 1, 1995, shall be followed.

Town Hall hours shall be Monday through Friday from 8:00AM to 4:00PM year-round.

The Official Newspaper shall be the East Aurora Advertiser.

The Auditor shall be Drescher and Malecki LLP.

Hodgson Russ LLP may be retained for Labor Employment matters.

The agreement between the Town of Elma and Cy's Pharmacy from 2009 is still valid.

The third Wednesday of each month shall be the official regular meeting date for the Town Board to be held at the Town Hall at 7:00 p.m. E.S. or D.S. time. The Work Sessions of the Town Board will be the second Wednesday at 6:00 p.m. These meetings are Official Meetings open to the Public. Regular meetings may be omitted, or dates changed where a conflict of such regular meeting exists with Holidays or other official business or at the call of the Supervisor. All other meetings shall be at the call of the Supervisor, the time and place to be made known by him upon notice of such meeting.

All Department Heads, both Elected and Appointed may purchase equipment and goods from the New York State or Erie County bid list providing they comply with the adopted Purchasing Policy of the Town.

All Town Department Heads and Elected Officials are required to pay 10% of the cost of health care insurance provided by the Town. Non-Union employees are to contribute 10% of health insurance cost. Union employees are to contribute 10% of their health insurance cost per the Union Contract.

The following shall be the yearly salaries of the Town Official payable bi-weekly:

Supervisor \$81,476, Justices \$40,984 each, Councilmember’s each \$23,554, Town Clerk \$74,848 and Highway Superintendent \$74,848.

Officials shall be allowed \$.67 per mile for the use of their cars for official Town business upon presentation of a mileage log to the Town. The mileage rate is according to the IRS guidelines and will be adjusted during the year if warranted.

January 3, 2024

The Supervisor is the Police Commissioner.

The Supervisor appoints Councilman Leroy Kupczyk as Deputy Town Supervisor.

The Supervisor, Councilmen & Town Attorney are re-appointed as Marriage Officers.

The Supervisor announced the appointment of William Markowski as Town Historian for 2024.

The Highway, Water and Sewer Department wages and benefits are set as per the collective bargaining agreement.

Full-time employees with 1-year service shall receive one-week vacation with pay; 3 years' service two weeks with pay; 5 years' service three weeks with pay. Employees with over ten years' service receive four weeks' vacation with pay. Also, twelve days sick leave is allowed each year. The twelve days sick leave may be accumulated up to 220 days for non-bargaining employees. Personal leave of 3 days shall be allowed each year.

Joseph Colern is re-appointed as the Affirmative Action Officer, ADA Officer and MS4 Officer.

The salary of Joseph Colern the Building Inspector and Zoning Officer shall be set at \$74,848 for 2024. He shall submit monthly reports on all building permits issued.

Raymond Balcerzak is re-appointed as Assistant Building Inspector and Zoning Officer at \$30.58 per hour.

Barbara Blair is re-appointed as part time Clerk to the Building Dept. at \$19.70 per hour.

Howard Diehl shall be Superintendent of Parks with a salary of \$17,603.

Howard Diehl shall be Superintendent of Transfer Station with a salary of \$9,164.

Tonya Klock is appointed as P/T Clerk to the Water Dept. at \$18.60 per hour.

Barbara Blair is appointed as P/T Clerk Typist at the Water Dept. at \$19.70 per hour.

The Court Clerk Brenda Barry for Town Justice Puleo will receive \$20.65 per hour.

The Court Clerk Andrea Lischer for Town Justice Pierce will receive \$22.45 per hour.

The Court Security Officers are re-appointed at a rate of \$34.62 per hour.

Supervisor Clark re-appoints Kerry Galuski as Bookkeeper full time at an hourly rate of \$35.98 per hour.

Patricia King is re-appointed as Records Management Officer at no additional salary. Patricia

King is re-appointed as Registrar of Vital Statistics at a salary of \$1,000.00 for 2024. Jennifer Ginter is re-appointed as Deputy Registrar of Vital Statistics at a salary of \$500.00 for 2024. All fees collected will be payable to the Town.

The Town Clerk re-appoints Jennifer Ginter as Deputy Town Clerk at \$24.25 per hour and Tara Grambo as second Deputy Town Clerk at \$22.45 per hour.

James Chisholm is re-appointed as P/T Assessor with a salary of \$35,162.

Doreen Schafer is re-appointed as Deputy Receiver of Taxes and Assessments at an hourly rate of \$24.25 per hour.

Judy Wollen is appointed as Recreation Supervisor, Senior Citizens PT at an hourly rate of \$19.85 per hour and Kathy Markowski is appointed as Recreation Attendant P/T at an hourly rate of \$17.60 per hour.

Sharon Foersch shall be appointed as Dog Control Officer for the year 2024 at a salary of \$8,460.

Joseph Colern, Gary Cervi, Ray Balcerzak and Sharon Foersch shall be re-appointed as Special Police.

Phyllis Todoro is re-appointed as Town Attorney for 2024 at the salary of \$78,204.

Rosemary Bapst is appointed as Deputy Town Attorney for 2024 at the per diem of \$300 a night.

James Wyzkiewicz is re-appointed as Town Engineer at the salary of \$26,710 and MS4 Compliance Officer for 2024.

Michael Cirocco is re-appointed to a 7-year term on the Planning Board.

Michael Cirocco is designated Chairman of the Planning Board.

James Lembke is appointed as an alternate on the Planning Board.

Barbara Blair is appointed Planning Board Secretary.

Harry Kwiek is designated Chairman of the Zoning Board of Appeals.

Ronald Carey is appointed to a 5-year term on the Zoning Board of Appeals.

Robert C. Schafer and James Lembke are appointed as alternates on the Zoning Board of Appeals.

Kerry Galuski shall be re-appointed Zoning Board Secretary.

Bryant Zilke is designated Chairman of the Conservation Board.

Fran Schaub is re-appointed to a 7-year term on the Conservation Board.

Kerry Galuski is re-appointed Conservation Board Secretary.

Zoning, Planning & Conservation Board members and alternate shall be paid \$65.00 per meeting attended. The Chairman shall be paid \$70.00 per meeting attended.

Rosa McCabe is appointed as Chairman of the Assessment Board of Review.

Patricia Valvo is appointed to a 5-year term on the Assessment Board of Review.

Grievance day for the Assessment Board of Review will be set for May 21, 2024.

Eileen Holden and Holly Neu shall be re-appointed to a 3-year term to the Library Board.

Donald Trzepacz Jr. is appointed as Disaster Coordinator with no extra pay.

Howard Diehl is appointed as Assistant Disaster Coordinator with no extra pay.

Wayne Clark is appointed the representative for the Worker's Compensation Group. Leroy Kupczyk is the alternate to the Worker's Compensation Group and Howard Diehl is the safety representative for the Workers Compensation Group.

Town of Elma Disaster Plan for 2024 accepted as is with no changes.

January 3, 2024

The Supervisor announced the following committees for 2024.
The first name shall be Chairman:

Sanitation	Petrocy - Macaluso
Street Lighting	Kupczyk - Nolan
Planning & Zoning	Nolan - Kupczyk
Subdivision & Highways	Macaluso - Petrocy
Board and Clerk	Petrocy - Nolan
Assessment	Nolan - Petrocy
Finance & Audit	Petrocy - Nolan
Cap Imp & Parks	Kupczyk - Petrocy
Laws, Leg & Signs	Nolan - Kupczyk
Youth Recreation	Nolan - Macaluso
Main, Grounds & Equip.	Kupczyk - Petrocy
Personnel	Clark - Macaluso
Business	Petrocy - Nolan
Senior Rec, Water, Cable	Macaluso - Kupczyk
Fire & Police	Macaluso – Petrocy

Councilman Petrocy made the motion and Councilman Nolan seconded the motion to approve the 2024 Organizational Agenda as read.
Ayes-5. Noes-0. Carried.

Meeting adjourned at 7:14PM. All in favor.

Respectfully submitted,

Patricia King,
Town Clerk

**STATE OF NEW YORK
COUNTY OF ERIE
TOWN OF ELMA SS.**

I, Patricia A King, Town Clerk of the Town of Elma, of the said County of Erie, do hereby certify that I have compared the foregoing and annexed copies with the original record thereof now remaining in this office, and have found the same to be a correct transcript therefrom, and of the whole of such original record.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Town of Elma, at Elma, New York on January 4, 2024.

Patricia A. King